

2016 Basic Forms Packet

Keep Columbus Beautiful

Page 1 **PACKET SUMMARY**

Page 2 **EVENT REGISTRATION FORM**

Complete this form and submit by email or fax as soon as you know the date of your event. AAA's groups may use one form and enter all their future cleanup dates if known. Return this form as far in advance of your event date as possible to allow KCB opportunity to plan for your supply needs.

Page 3 **TOOL & SUPPLY LIST**

This form lists most of our common tools used for litter cleanups and garden beautification. It shows also the tools and supplies we have available for Graffiti paintouts. It is important that this form be submitted at the same time as your registration form. Remember to mark the date and time supplies can be picked up and returned at the bottom of the page.

Page 4 **EVENT ACTIVITY SUMMARY**

After each event complete this form and send back via email or fax. Please do so within 48 hours after the event has ended. Please fill in as many stats as you can; all events include the number of volunteers, starting/ending time, litter cleanups include the number of bags, graffiti abatement include the sq ft area of the graffiti tag painted over.

Page 5 **ADOPT-AN-AREA REGISTRATION**

To adopt an area and commit to cleaning it up a minimum of 2 times a year this form must be completed and returned via email or fax for approval. This form is completed once for the initial adoption request and renewed each time thereafter at the end of each adoption period. The initial adoption shall be for 2 years.

Page 6 **ADOPT-AN-AREA LIABILITY RELEASE**

Necessary for all Adopt-An-Area groups to complete and submit.

Page 7 **GRAFFITI PAINTOUT KIT (flyer)**

Shows the items we have available in each kit that may be used for graffiti paintouts on private property. Before a kit may be signed out a hold harmless agreement form must be signed by the property owner and submitted to KCB.

Page 8/9 **CLEANUP SAFETY CHECKLIST** (Dog Bite Prevention tips)

It is highly recommended that these guidelines are reviewed for each event.



Keep Columbus Beautiful

Event Registration Form

1265 Marion Rd, Columbus, OH 43207

Telephone: 614-645-2421

Fax: 614-645-7747

2016

EMAIL TO: KEEPCOLUMBUSBEAUTIFUL@COLUMBUS.GOV

Organization/Individual Identification

ALL CONTACT INFORMATION MUST BE CHECKED FOR ACCURACY AND WILL BE POSTED ON THE KCB WEBSITE. PLEASE INCLUDE STARTING LOCATION FOR YOUR EVENT. COMPLETION AND SUBMISSION OF THIS FORM ELECTRONICALLY OR OTHER MEANS, CONSTITUTES PERMISSION TO POST ALL CONTACT INFORMATION ON THE KCB WEBSITE FOR THE GENERAL PURPOSE OF PROMOTING GREATER VOLUNTEER INVOLVEMENT.

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact: _____ Daytime Phone #: _____

E-mail Address: _____

Alternate: _____ Daytime Phone #: _____

E-mail Address: _____

Please submit the attached Tool Supply List with your registration form.

After your event is completed, fill out and submit the following Event Activity Summary.

Activity Information

Date(s) of event(s): _____

Time(s): _____

**IF EVENT TIMES
CHANGE, PLEASE
INFORM KCB
IMMEDIATELY**

Rain date(s) (optional): _____

Time(s): _____

A RAIN DATE MAY CONFLICT WITH OTHER PLANNED EVENTS & RESOURCES NOT AVAILABLE

Estimated number of volunteers: Adults _____ Children _____

Event(s): Litter Cleanup Graffiti Removal Beautification/Community garden Other

Details of event (provide street boundaries for cleanups):

Does this area have alley collection of refuse? (circle one) Yes No

Are you using a private hauler for your cleanup? Yes No

If yes, which company? (include contact & phone) _____

If no, please give the exact location where bagged trash is to be collected:



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2016

Keep Columbus Beautiful has the following supplies and tools available for litter cleanups and beautification projects. We also have Graffiti Paint out supplies. Please indicate the number of items you will need for your event, and submit this list with your Event Registration form.

CLEANUPS, BEAUTIFICATION, AND COMMUNITY GARDENS

Cleanup Date _____

<u>Supplies</u>	<u># Needed</u>		
Glad® Bags	_____	Please return unused bags	
Brown Jersey Gloves	_____	Please return gloves washed and dried	
<small>LIMITED SUPPLY</small>			
Note: All tools must be returned to Keep Columbus Beautiful following your clean up. For weekend events, tools & supplies <u>must</u> be scheduled for return the following Monday or Tuesday.			
<u>Tools</u>	<u># Needed</u>	<u>Tools</u>	<u># Needed</u>
Brooms - Push	_____	Wheelbarrow	_____
Brooms - Corn	_____	Litter Grabber	_____
Shovel-Large Scoop	_____	Butt Kicker	_____
Shovel-Short Small Scoop	_____	Weeder	_____
Shovel-Long Small Scoop	_____	Garden Rakes	_____
Shovel-Long Med Scoop	_____	Leaf Rakes	_____
Shovel-Pointed Tip	_____	Safety Vests	_____
Edger	_____	Spade	_____
Hoe	_____		

GRAFFITI PAINT-OUTS (For loan to volunteer groups removing graffiti on private property during a scheduled event) **signed hold harmless agreement required**

	<u>A kit includes:</u>
	2 Paint Pans 4 Paint Pan Liners 2 Paint Rollers Cages 4 Paint Roller Covers 2 Paint Brushes 2 Drop Cloths 1 Wire Brush with Scraper 1 Paint Chisel 2 Safety Goggles 4 Pair of Rubber Gloves

Supply pickups and returns must be scheduled Monday – Friday by appointment.

Please **plan ahead and schedule with us** so we can have your order ready. **Hours are 730-4PM**

Indicate what is best for you (we will confirm everything)

Best time for supply pickup (circle one) M Tu W Th Fri : **8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM**

Best time for supply return (circle one) M Tu W Th Fri : **8AM 9AM 10AM 11AM 12PM 1PM 2PM 3PM 4PM**



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Event Activity Summary Form

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Please return via email or fax to KCB. Include 1 large group photo and individual action shots of your event! Photos may be emailed after your event in jpeg format, 5 megabyte or less preferred.



Please complete this form immediately after your event

Name of Organization: _____

Event Planner: _____

Address: _____

Daytime Phone No.: _____ E-mail Address: _____

Date of Event: _____

TYPE OF ACTIVITY:

Litter Cleanup ____ Number of Participants ____ Start Time ____ End Time ____

Graffiti Abatement ____ Number of Participants ____ Start Time ____ End Time ____

Beautification ____ Number of Participants ____ Start Time ____ End Time ____

Other Green Event ____ Number of Participants ____ Start Time ____ End Time ____

PLEASE FILL IN PERTINENT INFORMATION FOR YOUR EVENT:

Approximate number of garbage bags filled:

Number of bags of recycled items filled:

Miles of streets/roads/highways cleaned:

Miles of hiking/biking/nature trails cleaned:

Acres of parks/public lands cleaned:

Number of trees planted:

Number of cell phones collected to be recycled:

Number of graffiti sites abated:

Number of tires collected to be recycled:

Sq feet of graffiti tag:

Brief description of event/unusual things collected:

**Activity Summary forms should be returned as soon as possible to
Keep Columbus Beautiful.**



Keep Columbus Beautiful

"Adopt an Area" Registration Form

1265 Marion Rd, Columbus, OH 43207

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EMAIL TO: KEEPCOLUMBUSBEAUTIFUL@COLUMBUS.GOV

2016

Keep Columbus Beautiful is a City of Columbus program within the Department of Public Service. Also KCB is an affiliate of Keep Ohio Beautiful and Keep America Beautiful.

In addition to assisting civic, religious and neighborhood groups, individuals, and block watches organize voluntary cleanups; KCB works with individuals and organizations to claim responsibility for a given area by "adopting" it.

The adoption of an area—street, roadway, or other public sector property—is a commitment to help keep that area beautified and free of litter, so that it becomes an asset to a given community.

Name: _____
(Individual or Organization)

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers: _____
(Day, evening, cell, others)

Email Address: _____

Officers (of the organization):

(I), (We), hereby "adopt" the area described below and pledge to conduct a litter or trash cleanup at least two times a year:

Area: _____

As a reward for (my), (our), pledge to keep an area beautiful, KCB will erect an appropriate sign noting our "adoption", after the 2nd cleanup.

Signature: _____
(Individual or Officer of Organization)

Effective Starting Date: _____
(At least two years are required)

Renewal Date: _____
(Renewals are for two years)



Keep Columbus Beautiful

ADOPT AN AREA PARTNERSHIP COMMITMENT & LIABILITY RELEASE

1265 Marion Road, Columbus, OH 43207
Telephone: 614-645-2421 Fax: 614-645-7747

2016

EMAIL TO: KEEPCOLUMBUSBEAUTIFUL@COLUMBUS.GOV

Date: _____

I, the undersigned Permittee, as a member of the _____ have reviewed the Adopt an Area brochure and safety guidelines agree to commit to a two year maintenance partnership. As part of the consideration for the City of Columbus allowing me/organization to participate in the above program, I do hereby consent and agree as follows:

INDEMNIFICATION

The Permittee, for himself/herself/itself, contractors, workers, agents, or anyone working in concert with the Permittee agrees to indemnify and hold harmless the City of Columbus, Keep Columbus Beautiful and their respective officials, employees and other agents and representatives, against any loss, claim, cause of action, damage, or liability whatsoever, whether without limitation strict or absolute liability in tort or by statute imposed, charge, cost or expense, including without limitation, attorney's fees to the extent permitted by law, which may be incurred in connection with, or in any manner arising out of any damage or loss to property or injury or death of any person resulting from, or arising out of, without limitation the operation of this permit. In no event shall the permittee or any of his/her/its contractors, workers, agents, or any third party with whom he/she/it contracts be considered the officers, employees, agents or other representatives of the City of Columbus Keep Columbus Beautiful.

The Permittee is hereby warned, of personal liability for injuries and damages and it is required that activities be covered by liability insurance.

SIGNATURE

PRINTED NAME

ADDRESS



Keep Columbus Beautiful

Graffiti Paint-Out Kit (Flyer)

2016

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GRAFFITI PAINT-OUT LOANER KITS

Keep Columbus Beautiful now has Graffiti Paint-Out Loaner Kits available for loan to volunteer groups who intend to remove graffiti on private property during an event.

A kit includes:

- 2 Paint Pans
- 4 Paint Pan Liners
- 2 Paint Rollers Cages
- 4 Paint Roller Covers
- 2 Paint Brushes
- 2 Drop Cloths
- 1 Wire Brush with Scraper
- 1 Paint Chisel
- 2 Safety Goggles
- 4 Pair of Rubber Gloves



Cleanup Safety Checklist

- Designate a safety officer whose only responsibility is safety and trouble-shooting. This person should have a first aid kit, a cell phone, and a list of emergency phone numbers. *Review this safety checklist with volunteers before they get to work.*
- Ask volunteers to sign the liability release/sign-in sheet – this is probably the best way to direct their attention to the need to follow safety rules.
- DRESS properly; wear heavy shoes and long pants; gloves use sunscreen and insect repellent when appropriate.
- DRINK plenty of fluids, avoid over-exertion, get help with large objects. Use proper lifting and bending techniques.
- Do not overstuff bags or pickup anything that could be hazardous to your health.
- NEEDLES, sharp or unusual objects. If found carefully place needles into a hard plastic pop bottle with cap. Only then may bottles (with needles) be placed in the trash bag. TEAM Leader should have at least one bottle for their group with their supplies.
- When near a road, wear bright colors, work in groups, and always face on-coming traffic. IMPORTANT--Wear your SAFETY VEST!
- INSECTS -Check each other for ticks. If you are stung by a bee/wasp and fear a life threatening allergic reaction, call 911.
- POISON-Be aware of poison ivy or other poisonous or sharp plant materials. Protect with long sleeve shirts and pants.
- ANIMALS- when cleaning up in neighborhoods you may encounter unfriendly dogs. If approached by a growling or angry animal stand still, *do not* run or make direct eye contact. Move slowly away from the animal when appropriate. See dog bite prevention tips (next page)
- Snakes usually “non-poisonous” reside in wooded and wet areas, abandoned tires



Dog Bite Prevention

Don't Invite a Bite!

Dogs may bite for a variety of reasons...fear of a strange person, territorial aggression, protecting a litter of puppies, etc. Dogs who are injured or not properly socialized with people are also more prone to biting out of fear.

To avoid becoming the victim of a bite, follow these tips:

- Never approach a dog you do not know.
- Assume any dog you don't know, may bite.
- Avoid direct eye contact with aggressive dogs.
- Never disturb a dog who is sleeping, eating or protecting puppies.

If a strange dog approaches you:

- Remain calm ~ do not scream or yell.
- Freeze and remain still. Avoid sudden movements. Above all, do not run, as this invites a chase.
- Turn your head away slightly, avoid direct eye contact.
- Be patient. Wait until the dog loses interest and back away slowly.

If you are attacked by a dog:

- Seek cover and try to use any object you have to place between you and the dog ~ a coat, book bag, etc.
- Try to stay on your feet.
- If knocked down, curl into a ball on your knees and use your arms to protect your face and neck.

Report dog bites to:

- In the city of Columbus & Worthington, call the Columbus Health Department at 645-6134.
- Any other location in Franklin County, call the Franklin County Public Health at 525-3160.